Accounts Payable/Check Writing Operator's Manual

Info-Designs, Inc.

INFO-DESIGNS MAS ACCOUNTS PAYABLE SYSTEM

COMMODORE 64

OPERATOR'S GUIDE

Version 1.0

For the Commodore 64 Computer

and the VIC 1541, CBM-2031, or CBM-4040 Disk Drive

and the VIC-1525 or properly interfaced Printer

Properly Interfaced Printer

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I. INTRODUCTION

A. Overview

The Info-Designs MAS-64 Accounts Payable System is an extremely powerful accounting system adapted from larger sophisticated systems and implemented on the revolutionary Commodore 64 microcomputer system developed by Commodore Business Machines.

The system has virtually unlimited capacity, since manageable groups of vendors and invoices are stored and processed at one time. The system utilizes a set of floppy disks for record storage of vendor accounts and open invoices.

The exact capacity configuration, is as shown in the following table:

Maximum Records Storage Capacity(per disk)

	CBM 1541/2031/4040
Maximum Vendors	100
Maximum Invoices	375
Maximum Transactions	40

Larger files of vendors and invoices may easily be handled by segmenting vendor files alphabetically and using a set of floppy disks for each group.

The system provides these advanced capabilities:

- easy data entry of vendor billing information
- automated aging of vendor invoices and discount calculation
- option to apply credit memos to balance due
- automatic posting of transactions to vendor file and invoice file
- aged open item report for all vendors or selected group
- automatic checkwriting capability
- on-line status inquiry to determine a vendor's current account balance, total y-t-d volume, and previous year's volume

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This Accounts Payable System is part of a total Management Accounting System which includes an Inventory Management Module, Accounts Receivable, Payroll Module and General Ledger Module. The A/P System and all others will automatically interface to the General Ledger when installed. But each sub-system can be implemented in a modular fashion independently of all others.

The balance of this document contains information essential to the smooth conversion and ongoing effectiveness of the Accounts Payable application, including:

- Professional Products and Services, which describes the additional support offered to you by **Info-Designs,Inc.** in its continuing effort to ensure you get a maximum return on your investment in microcomputer processing (see Section I-B)

- System Conventions, which highlights key technical and operating characteristics of the MAS-64 application that are used to provide consistency of operation across all **Info-Designs** applications (see Section I-C)

- System Functions, which describes the purpose, timing and features of the critical accounting functions performed by the application (see Section II)

- System Start-Up, which provides guidelines on how to initialize your equipment and files to prepare for day to day operations (see Section III)

- Management Reports, which describes the purpose, timing, execution and format of those reports/documents produced by the system to control your payables operation (see Section V)

- Troubleshooting Guide, which describes particular error conditions, their probable cause and required action to resolve the errors that may occur in day to day processing (see Section VI)

- Product Service Documentation, which provides a convenient way for you to fulfill basic administrative requirements concerning ongoing support, including Software Registration and Product/Service ordering (see Section VII)

These and remaining sections of this operator's manual will significantly contribute to the future success of your operation. Please take this time to read them.

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B. Professional Products and Services

As part of **Info-Designs** ongoing effort to provide the highest quality microcomputer applications in the marketplace, we have developed a range of supplemental products and services that are designed to maximize both convenience and effectiveness of your business operation. These products and services constitute our Professional Products Service Plan and are available immediately. They include:

- A special communications package allowing you to transmit file information from one Commodore 64 to another (e.g. home to office)

- A full service telephone consulting capability that provides assistance to our customers during both installation and ongoing operation

- A rapid disk replacement order process to ensure continued operations on your site

- A forms and supplies starter kit for customer operations, as well as a convienent reordering mechanism

All are available now. A more detailed description of the services and how they may be ordered is included in the section entitled Professional Product Service Plan (Section VII). Also, you will find the Software Registration Form to be completed by you and returned to **Info-Designs, Inc.**

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C. System Conventions

In order to simplify the description of how certain information is entered into the system, the following conventions are used in the documentation:

1. Special typewriter keys

There are only two special keys to use other than the normal typewriter keys. These keys are indicated by the use of this symbol **<KEY NAME>** to differentiate the name of the key from actually typing the word.

Keys	Purpose
<RETURN>	Use after entering information (see next paragraph)
<INST/DEL>	Deletes last character
<SHIFT>	Never used. All information is entered in "lowercase" letters. All reports are automatically printed out in CAPS.

2. **<RETURN>** key

When the computer displays asterisks (******), it indicates it is waiting for an input from the operator.

If the alpha or numeric information does not fill all the positions indicated by the asterisks, then you must press the **<RETURN>** key after entry.

Example: When the computer asks for vendor number, the screen looks like this:

```
Vendor Number    : _******
```

Notice that the blinking cursor tells you where your characters will type. This is indicated by an underscore (_) in this documentation. You would type v/n 1234 as:

```
******
1234<RETURN>
```

because the number is less than the number of asterisks (six). If the v/n were 123456, then you would type:

```
******
123456
```

the computer will automatically advance to the next field.

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Remember, when your input fills all the asterisks, then you do not have to press the **<RETURN>** key. With a little practice, this convention will become almost second nature.

When entering data, the **<RETURN>** key can be used to skip a field. Just press **<RETURN>** and the program will skip to the next field. For the first field of a new screen, pressing the **<RETURN>** key without any data allows you to return to the previous menu. As a general rule, when in doubt about where you are in the program or how to get to a different operation, just press **<RETURN>** until you get to the correct menu.

3. Prompting messages

The computer will remind you what information it is expecting by use of "prompting" messages. These messages will also "flash" when you have made an error. This flashing will alert you to re-enter the information correctly.

These messages appear directly under the screen title. Example:

ACCOUNTS PAYABLE TRANSACTION ENTRY
Enter Vendor Number

4. Disk errors

The system utilizes floppy magnetic disks for storage of all data. Occasionally, a disk may drop data and cause an error. For this reason, **IT IS IMPERATIVE THAT AT LEAST TWO (2) BACKUP DISKS ARE MAINTAINED FOR EACH DATA DISK.** See II-16 for Disk Backup Procedures.

If the following conditions occur, it means a disk error has occurred:

- 4040, Center red light stays on
- 1541, Left side light turns red and blinks

A listing of all disk errors may be found in your **Commodore Floppy Disk User's Manual** for the 1541, 2031, or 4040 Disk Drives and is reprinted in Section VI of this guide. When an error occurs, the system will return to the main menu. Re-insert the disk(s), and try the program again. If repeated tries do not work, then you probably have a bad disk and must go to one of your back-up disks.

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Additionally, there is a series of special error messages concerning the operation of the Accounts Payable System. Please refer to the Troubleshooting Guide Section VI.

Note: There are several things the user can do to avoid disk data errors. They include:

a. Handle the diskette with care

- Write on labels first, then affix them to the diskette
- Do not touch the exposed surface of the diskette
- When not being used, keep the diskette in their protective jackets and store them in a cool dry area
- DO NOT remove diskette from drive during operation

b. Use high quality disks (e.g. Dysan,3M)

c. Have your disk drive serviced periodically to ensure that it is clean and operating according to specified tolerances

5. Program Disk

Both sides of the MAS-64 Accounts Payable program disk are used to store programs, as opposed to using two separate disks. During normal operation of the system, you may be required to remove the program disk, turn it over and re-insert it in the drive.

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D. Equipment Requirements

The MAS C-64 Accounts Payable System has been designed to allow significant flexibility in configuring your hardware. Of major importance is the capability to process the application using 1 disk drive only. Though it is recommended that two drives be used to minimize disk handling delays, the system will perform identical functions with one drive only by providing appropriate disk switching prompts for the user.

Specific equipment requirements are:

- Commodore 64 Keyboard/Computer

- Color or Monochrome Monitor

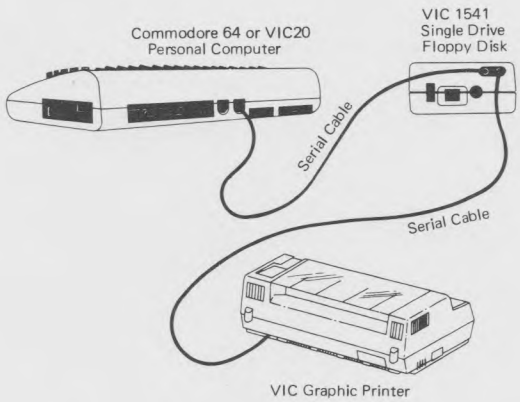
- Disk Drives

  . 1 or 2 1541's
  . 1 or 2 2031's with IEEE interface
  . 1 4040 with IEEE interface

- Printers

  . 1525/4022/8023P matrix
  . NEC Spinwriter/Diablo (or any properly interfaced printer)

Install and check-out your equipment by following the equipment operating instructions provided by Commodore Business Machines.



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II. SYSTEM FUNCTIONS

The Info Designs Commodore 64 Accounts Payable System is a "menu-driven" system. The "menu" is literally a menu of critical accounts payable functions that have been computerized to support your day to day operations. To execute the functions, you merely have to select the appropriate menu item.

The menu includes the following functions:

ACCOUNTS PAYABLE PROGRAM MENU

01) Transaction Entry
02) Transaction Print
03) Transaction File Maintenance

04) A/P Update
05) Print A/P Reports
06) Calculate Checks
07) Print Check Register
08) Print Checks

09) Vendor File Maintenance/Inquiry
10) General Information File
11) Configuration File Maintenance

00) System Menu

Furthermore, there is provided various sub-menus to allow for precise selection of essential accounting operations.

Below is a brief description of each menu and sub-menu function.

01) Transaction Entry

Purpose: To enter vendor invoices, credit memos, and debit memos, and invoice modifications or deletions.

When: Daily or when needed. (Note: System allows a **maximum of 40 transactions** to be entered before an update must be run.)

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Sub-Menu:

(Note: If **recurring invoice fields** for a vendor have been set up (See **09** Vendor File Maintenance/Inquiry **p.II-11**), automatic formatting and insertion of the Invoice Date, Age Date, Invoice Amount, and/or G/L Account Number will be made where appropriate when entering a New Invoice, Credit Memo, or Debit Memo. If desired, these supplied fields may be overridden.)

1) Enter New Invoice (enter information for new vendor invoices)

2) Delete An Invoice (to cancel an invoice which has been previously updated to the invoice file and posted to the vendor file)

   Note: As a safety precaution when deleting an invoice you will need to enter the delete code **del**

3) Modify An Invoice (to change an invoice which has been previously updated to the invoice file and posted to the vendor file)

4) Enter Credit Memo (to enter a credit memo transaction)

5) Enter Debit Memo (to enter a debit memo transaction)

Note: The system maintains two dates: Invoice Date and Age Date. The Age Date is used on all aging reports and should be used to determine if discounts are applicable. Invoice Date appears on the itemized check stub. Today's Date, entered in **10** General Information File, will be supplied to these fields if <RETURN> is pressed when prompted.

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02) Transaction Print

Purpose: Transactions that were entered in **01** Transaction Entry may be printed out in this routine before they are updated to the invoice file and posted to the vendor file.

When: (Optional) but suggested frequency is daily (or after each session where you use transaction entry). This report may also serve as a Purchasing Journal of all Invoice transactions that day. This report also shows the general ledger distribution for all invoice transactions. Note: transactions are automatically **erased** after **04** A/R Update is run, therefore, always print transactions **before updating.**

Sub-Menu: Report Types:

1) Detail (print out of each transaction)

2) Summary (summary statistics only)

Report Groups:

1) All Transactions (prints all entries on file)

2) New Invoices (only prints new invoices)

3) Delete Transactions (only prints "delete" transactions)

4) Modify Transactions (only prints "modify" transactions)

5) New Credit Memos (only prints new credit memos)

6) New Debit Memos (only prints new debit memos)

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Record Print Range

Specify first and last transaction numbers or enter: **a<RETURN>** (for all transactions).

03) Transaction File Maintenance

Purpose: To make necessary corrections to transactions before running **04** A/P Update

When: (Optional) As needed. Usually after an error is detected from reviewing Transaction Print.

Procedure:
Enter transaction number to be modified. Then, enter line number to change and new data.

04) A/P Update

Purpose: This routine automatically posts all invoice transactions to the vendor file, creates invoice records and updates the vendor record with current information. If you are interfacing with the General Ledger System, then general ledger transactions are also created. * (Note: Detailed interface instructions are included with the General Ledger System.)

When: Suggested frequency is weekly. For a heavy volume of transactions, you may want to update more frequently; or for very light volume, you may want to update monthly only. As a general rule, you should update the system whenever you have from 30 to 40 transactions accumulated.

Procedure:
Press: 1 (to begin processing). The system will now sort transactions and update vendors.

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* - If G/L account numbers for Accounts/Payable and Cash have been entered in **10** General Information File (**p.II-12**), an **A/P Upd G/L Transactions** report is produced reflecting the amounts distributed to G/L accounts during the update. If interfacing with the Info-Designs G/L System, this report provides an additional audit trail. If not, it can be used as a worksheet when reconciling accounts.

- The system allows for a **maximum of 200 G/L distribution accounts** per transaction batch. That is an average of 5 accounts per transaction when processing a **full batch** of 40 records. If this maximum is reached while updating, the system will flash "G/L Acct Capacity Reached" and continue with update processing. Additional debits and credits will be accumulated in G/L accounts **99999.8** and **99999.9**, respectively. If this condition should arise when interfacing with the G/L System, manual G/L transactions will have to be made to adjust the proper accounts.

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05) Print Accounts Payables Reports

Purpose: This is a very powerful report generator function. It produces aged vendor payables reports for all vendors or any one vendor. You may request only "open items" (unpaid invoices) or "closed items" (paid invoices). Reports may be printed on a detail or summary level.

When: Print an open item report with aging (Report **01**) prior to each check run for all vendors. On a selective basis, you can print out an aging report for a single vendor only.

Note: You can also do a status inquiry into the vendor file to get up-to-date account information. Use Menu **09**.

Sub-Menu: Report Format Code

1) Open Items- prints "unpaid invoices" with total age in days

2) Closed Items- prints "paid invoices")

Note: When you select this option, the computer will ask:

Delete During Closed Item Listing? *

It is a good idea to type **y** (for yes) to delete paid invoices while printing out the report. This will keep the Invoice File down to a manageable size. A **maximum of 375 closed (paid) invoices** can be deleted during one execution of this report using this option.

Report Type Code

1) Detail Report- prints one line item for each invoice for all vendors)

2) Summary Report- prints vendor totals only for all vendors)

3) Single Vendor Report- prints invoice detail for one vendor only)

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Invoice Range

Enter beginning and ending invoice date or type: a<RETURN> to get all invoices for the report specified.

06) Calculate Checks

Purpose: This program calculates check totals for invoices you wish to pay. The checks are actually printed in **08** Print Checks.

When: Run for every check payment cycle; be sure that **04** A/P Update has been run before calculating checks.

Procedure:

Enter: **1** (to begin)

Indicate the **Payment Date** to be printed on the checks. Then indicate the number of handwritten checks that have been used; this increments the **Next Check Number** to the appropriate check number.

Note: Checks should be pre-numbered for security and control purposes. You will normally have to allow at least two checks to be wasted in order to load checks in the printer and align for printing. Therefore, you should consider this when specifying the number of handwritten checks so that the **Next Check Number** represents the first good continuous check form.

Sub-Menu:

After the first time you calculate checks, the message **Clear Present Check File? (Y/N)** will appear. Enter: **y** if you have already printed out the previous checks and do not want to print again. Enter: **n** if you want to calculate more checks and **add** to the present check file. Normally, you would enter **y**.

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There are two payment methods available: **1** Pay by Vendor, and **2** Pay by Invoice. When using **1**, you enter the Vendor number range that you want; then the computer will automatically pay (calculate a check for) all open invoices for vendors within the range specified. When using **2**, you enter each Vendor number separately, then enter each Invoice number separately. Up to 50 vendor numbers may be entered but they must be entered in ascending sequence; up to 13 of each vendor's first 50 invoices may be entered.

Note: When applying **credit memos** to the unpaid balance, **the sequence of entering invoice/credit memo numbers is very significant!** A credit memo may be partially or completely applied against the account balance based on the balance. This is determined by the computer in the following way: the credit applied from each credit memo will be the lesser of:

(a) the un-applied balance on the credit memo

OR

(b) the cumulative positive amount for the check

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The following example will illustrate the point. Let's take a hypothetical Vendor number 1000 with the following open items:

Invoice/CM #	Date	Amount
65123	04/01/81	$100.00
65422	04/15/81	200.00
CM123	04/23/81	140.00 CR
	Check Balance:	$160.00

The balance on this account is $160.00 if the credit memo is applied against the account balance. In **Calculate Checks**, by entering the credit memo after all invoices, the entire credit will be applied since ($140.00 CR) is less than the cumulative positive amount ($300.00).

Notice in the following sequence of entries, that the check balance is $200.00. This is calculated because the credit memo was entered after Invoice 65123, and therefore the cumulative positive balance at that point was $100. Therefore, the credit was partially applied (only $100 of the $140).

Invoice/CM #	Date	Amount
65123	04/01/81	$100.00
CM123	04/23/81	140.00 CR
		($100.00 appl.)
65422	04/15/81	200.00
	Check Balance:	$200.00

The computer will maintain the un-applied portion of each credit memo. In the above example, CM123 would now contain an un-applied value of $40.00 CR.

Paying a Partial Invoice - To pay only a partial invoice, you must create two invoices first. Use **01** Transaction Entry, **3** Modify an Invoice to change the original invoice amount to the amount you wish to pay, then use **1** Enter New Invoice to add a new invoice (same number with a unique suffix) for the balance due. Now, in Calculate Checks, you can pay the original invoice number (which will now be a partial payment).

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If you are interfacing with the General Ledger System, then general ledger transactions are also created. (Note: Detailed interface instructions are included with the General Ledger System.)

07) Print Check Register

Purpose: To print a register of checks created in **06** Calculate Checks.

When: After running **06** Calculate Checks to verify check totals before printing checks.

Procedure:
Enter **1** to begin. Then enter first register number (check number) and last register number for report or enter: **a<RETURN>** to include all checks.

08) Print Checks

Purpose: This function prints computer-generated checks on customized continuous check forms (NEBS 9020). The check contains a voucher section which itemizes which items are included in the check total.

When: Suggested frequency is bi-weekly or monthly. May be run on any frequency desired. Note: Before running Print Checks, you must run **06** Calculate Checks.

Procedure:
Press: **1** (to begin processing).

Then load printer with continuous check forms. When prompted to enter first check register number (check number) enter: **c<RETURN>** (for check alignment pattern).

After checks are aligned properly, either enter: **a<RETURN>** (for all checks) or the actual range of check register numbers to be printed. This feature allows you to re-print a given check if it should be required.

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09) Vendor File Maintenance/Inquiry

Purpose: Allows for the adding, changing, deleting and printing of vendor records, as well as processing Year-end accumulations.

When: As needed, and at year end.

Sub-Menu:

1) Add- allows adding new vendors to file

2) Change- allows changing any information on an existing vendor. Also permits you to delete a vendor by entering **d** then the delete code **del**

3) Print- prints listing of vendor file in one of two formats

   1-Activity - Provides one line listing of all vendors, current account balance, and last activity.
   2-List - Provides a master list of vendor number, name and address, telephone number, etc.

4) Yr End- run at year end only; zero's out **7** Purchases This Year and moves totals to **6** Purchases Last Year. The computer automatically maintains these two fields.

Note: **Mo Pay Amt, Day/Paymnt, and G/L Acct fields** can be used for **recurring vendor invoices** to simplify transaction entry (See **p.II-1**). Entry of any or all of these fields in the vendor's record will result in automatic insertion of the following fields when entering a **new invoice, credit memo, or debit memo** transaction:

vendor field	transaction field
Mo Pay Amt	Invoice Amount
Day/Paymnt	Invoice Date & Age Date (from GIF)
G/L Acct Account	G/L Distribution

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10) General Information File

Purpose: Enter or change **System's Date**, the **Company, Password, Next Check Number, G/L Accounts**, and **Aging** periods.

When: Daily (for date); as needed for other data.

Procedure:

There are several special feature codes in the General Information File which provide the system additional capabilities:

Field	Allowable codes	Comments
Company	Enter your company name and address	
Systems date		The date is automatically updated with date you enter when you first turn the system on
Password	Enter yyyy yyyy=4 character password	This field instructs and sets the user password (initialized **pass**)
Gen'l Ledger Accounts	Enter the account code as XXXXX.X	G/L accounts are needed only if you are inter-faced with the G/L System

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Note: If you are not interfacing with the Info-Designs G/L System but want to produce the **A/P Upd G/L Transactions report (See 04** A/P Update p.II-4), you must enter G/L Accounts here using the Osborne numbering convention: **A/P must be a liability account number, such as: 21111.0 Cash must be an asset account number, such as: 11120.0. When prompted Interfacing with G/L System ?**, enter **n.**

	(Leave **00000.0** if not interfaced with G/L System)	Complete documentation and coding is found in the General Ledger system
Aging Periods	Enter aging days normally 30, 60, 90, 120	Provides for variable aging

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11) Configuration File Maintenance

Purpose: Provides the capability to describe the specific equipment configuration to the MAS 64 Accounts Payable application, including the ability to change it if your equipment changes. (e.g. Add a second disk drive)

When: For one disk unit (e.g. 1 1541 or 1 4040)

. Whenever you change disks, printers or monitors

For two disk units (e.g. 2 1541's or 2 2031's)

. Every time you turn your hardware on you will have to change the unit number of your second disk unit

Note: This routine will do that automatically

. Whenever you change disks, printers or monitors

Sub menu: 0) Exit Processing, after configuration is defined

1) Change Configuraion, to define or change configuration

FIELD	ALLOWABLE CODES	COMMENTS
Monitor	C4	color 40-column
	C8	color 80-column
	M4	monochrome 40-column
	M8	monochrome 80-column
Disk	80	1 1541 or 1 2031
	81	1 4040
	90	2 1541's or 2 2031's
Printer	M	Matrix; 1525,4022 or 8023P
	Q	NEC Spinwriter, Diablo, or any properly interfaced printer

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2) Change Unit Number, to assign unit numbers when two disk units are used. Note: Be sure secondary disk is turned off (e.g. the disk unit to be used for data files) before selecting Sub Menu item 2.

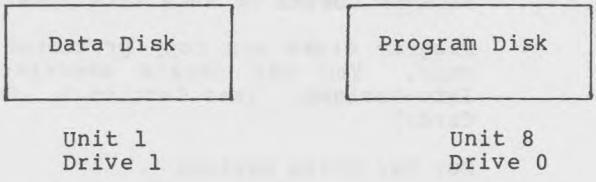
The system will prompt you to turn the primary unit (i.e., unit used for program disk) off and the secondary unit on. Then press **<RETURN>** to change the secondary drive to unit 9.

Technical note: The system assumes that the main drive is pre-set to device number 8, which is the way it is shipped from Commodore.

User note: It is recommened that you attach a label to each disk device, as follows:

-Unit 8/Drive 0 (primary)
-Unit 9/Drive 1 (secondary)

Futhermore, to remain consistant with drive placement of the 4040, primary should be on the right and secondary on the left.



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00) System Menu

Purpose: The Systems Menu is selected by pressing **<RETURN>** or **00.** The Systems Menu allows you to run any of these other system modules. These other systems may be purchased separately from your dealer:

1) General Ledger
2) Accounts Receivable
3) Accounts Payable
4) Payroll
5) Inventory Control

9) Disk Backup

THE ONLY TIME YOU SHOULD EVER REMOVE YOUR DISKS FROM THE SYSTEM IS WHEN YOU HAVE THIS MENU ON THE SCREEN. REMOVING DISKS ANY OTHER TIME CAN CAUSE YOU TO PERMANENTLY LOSE FILE INFORMATION!

9 Disk Backup function is very important and is included with your system. It allows you to duplicate any data disk. As mentioned above, **IT IS IMPERATIVE THAT YOU HAVE AT LEAST TWO (2) BACK-UP COPIES OF EACH FILE DISK.**

Program disks are copy protected and will not copy. You may obtain security copies from **Info-Designs.** (see Section 7...Support Service Cards)

For Two Drive Systems

When making a back-up copy on a brand new disk, you will have to use the **New** command **2.** This command will place formating information on a new disk in drive 1 (left drive) so that it can then copy from drive 0. After the back-up copy is complete, the computer will check that a good copy was made. If not, a message will inform you "BAD COPY - RE-DO" and you should try copying again. If after two (2) tries, you still get a bad copy, then try using another disk (in drive 1) to copy on. Under certain circumstances, it is possible that the operating disk (in drive 0) is bad, and to recover you will have to use a previous back-up file.

Just follow the specific instructions on the screen when you use Systems Menu functions.

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For One Drive Systems

The back-up can still be performed. However, it will involve six separate passes, each of which will require removing and inserting the original and back-up diskettes. Furthermore, if you are backing up to a new disk, you will have to format the disk first. To format the disk, exit the system and do the following:

Enter **open15,8,15<RETURN>**

Enter **print #15,"new 0:name,id<RETURN>**

where name is the file name you want to assign to the diskette(e.g., A/P data disk) and **id** is any two characters(e.g., 01,02)

After the disk has been formatted, reload the application program and:

Enter **load"*",8<RETURN>**

Enter **run<RETURN>**

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III. SYSTEM START-UP

A. Overview

The following procedure should be used to start-up the system at the beginning of the day.

B. Daily Start-up Sequence

1) Disconnect any peripheral equipment not used by the MAS 64 application (e.g. Joy sticks, game cartridges, cassette units)

2) Turn on Commodore 64, floppy disk drives, and Printer.

   Note: If there are two drives, turn the primary drive on only

3) Insert **A/P Program Disk** (RED LABEL), side 1, in Drive 0

4) Enter: **load"*",8<RETURN>**

5) Enter: **run<RETURN>**

   Read copyright notice carefully. Note that it is **unlawful to copy, duplicate, sell or distribute unauthorized copies of this software product disk-- violators will be prosecuted to the full extent of the law.**

6) After the copyright message, you will be prompted to enter the current date. Enter the date using mmddyy format only.

   Note: The system will automatically update the General Information File. If you do not want to change the date currently in the GIF, just press **<RETURN>**.

7) Enter: **pass** (or whatever your password is)

   Note 1: Though you enter the password at this point, it will be verified again as each application module is executed. Review your password entry carefully prior to responding **Y**-yes to the screen prompt.

   Note 2: The password can be changed by using General Information File **10** (refer to page II-12).

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8) Now you may execute any of the functions specified in Section II - System Functions.

Note: If you have more than 1 disk unit (e.g. two 1541's) you must execute 11 Configuration File Maintenance first.

C. Turning off the System

Note: Before turning off the system, you should press **<RETURN>** until you get the Systems Menu. Then, remove disk(s) and turn off all components.

NEVER TURN THE SYSTEM OFF OR ON WITH FLOPPY DISKS IN THE DRIVES. THIS CAN CAUSE PERMANENT DAMAGE TO THE FLOPPY DISKS AND POSSIBLE LOSS OF DATA.

D. Initializing the System for first use

The following sequence should be used when you first implement the system:

- Read this manual
- Install Equipment as indicated in Commodore installation manuals
- Prepare an **Operating** copy of **A/P Data Disk**
  - . Place a new high quality disk in drive 0
  - . Enter:

    open15,8,15,"n0:a/p data disk,01"<RETURN>
    Note: use the number one (1) and zero (0)

    (If you get a **file open** error, repeat)
  - . Disk will start spinning
  - . Wait until disk drive light goes off
  - . Remove disk, label new disk with self-stick **A/P Data Disk** disk label
- Start system up as indicated above in Par. B.
- Select **10** General Information File to create a General Information File on your new A/P Data Disk (see Section II-12)
- Assign vendor numbers and enter vendors as indicated in Section IV, Par. B.
- Now follow Daily Accounts Payable Cycle as indicated in Section IV, Par. B

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E. Special Considerations

The Info-Designs Accounts Payable System provides you with expandable capacity for almost any small business by splitting vendors and invoices on several data disks. You may also use the system for several small companies by setting up each company on a separate data disk.

To split vendors onto several disks, decide what grouping you will use:

- Alphabetical
- Product category
- Service type
- etc.

For example, to split alphabetically, create a separate A/P Data Disk for each vendor grouping:

A - M	Group 1 (Disk 1)
N - Z	Group 2 (Disk 2)

This will provide you with double the capacity of vendors and invoices over one disk. Obviously, you may split your vendors to any number of different disks to provide virtually unlimited capacity.

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IV. ACCOUNTING PROCEDURES

A. Overview

All accounting systems have specific cycles for data entry, updating and reporting. The MAS 64 Accounting System is very flexible in design. The Accounts Payable file may be updated as frequently as desired to obtain current information on your vendors.

This section presents a guide for following appropriate manual accounting procedures and the proper execution of computer procedures. We recommend that initially you follow this sequence exactly until you have developed experience on the system. Of course, you have the option of developing your own internal procedures once you are intimately familiar with the operation of the system.

B. Daily Accounts Payable Cycle

Daily, or less frequently, you should run the following types of transactions:

- Process Invoices/Credit Memos
- Vendor Inquiry
- Vendor File Maintenance

To start-up the computer, see Section III - System Start-up.

1) Processing Invoices

Accounting Procedure

a) Assign Vendor Number to all vendor invoices and General Ledger account distribution. (Note: Detailed Chart-of-Account information is described in the General Ledger System documentation.)

b) Maintain standard accounting procedures to verify that incoming invoices are valid. Normal procedure dictates that invoices be matched against a purchase order AND matched against a Shipper or Receiver as proof that the material ordered was in fact received. Invoices should also be approved by an appropriate individual BEFORE they are entered in the system as a payable.

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Computer Procedure

a) Use **01** Transaction Entry to enter invoice transactions from the invoice document.

b) Enter required information.

There are some **very important conventions** that must be followed when entered invoices, debits, and credits.

Check Number must be **0** or blank for the system to consider the invoice or debit memo **open** or **unpaid.** If you put a number in the **Check Number** field, the computer will therefore assume the invoice has been paid.

Age Date is the date used to age this invoice on all reports. Normally it will be the same as **Invoice Date.** Some firms use the **Age Date** as the latest date for which the discount can be taken. This provides an easy mechanism for ensuring that invoices are paid on time -- to take advantage of discounts. Whatever convention you establish for **Age Date,** you should **be consistent.**

Stamp each invoice **ENTERED XX/XX/XX** with a date stamper to control what documents have been entered into the computer, then file invoices in a chronological file. You may still wish to file a copy of the invoice by Vendor to provide a ready reference of all purchases by vendor.

c) Use **02** Transaction Print to verify that your data was entered correctly (ref II-3).

d) If you detect any errors, use **03** Transaction File Maintenance (ref II-4) to make corrections. Note: this function will correct the transactions **before** you update the A/P file.

e) File computer reports in your A/P Binder in chronological order by date.

2) Processing Vendor Credits or Debits

All vendor credits or debits should be controlled and processed exactly the same as Invoices.

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3) Vendor Inquiry

This function allows you to do a random access inquiry to the vendor file to inquire to the status of that account. Note: the file will only be current up through the last A/P update.

a) Use **09** Vendor File Maintenance/Inquiry (ref II-11). Use Change **2** to access vendor record. The press **<RETURN>** after viewing record. This will write the record back to the file **unchanged.**

4) Vendor Maintenance

This function allows you to **add** new vendors to the A/P Vendor file, **change** information on exisiting vendors, or **delete** existing vendors from the file.

a) Use **09** Vendor File Maintenance/Inquiry (ref II-11).

b) To **add** a new vendor to the file, manually assign a vendor number

(Note: It is good practice to allow gaps between numbers and to assign in alphabetical sequence. That way, all A/P reports will be printed alphabetically by vendor number. Vendor numbers have six (6) characters. A good numbering scheme is as follows:

```
XXXX-X
--
: --
: : -
: : :-
: : ::.....X - Product/Service (1-9)
: : :.....Use - (dash)
: :.....Two digit number within alphabet
:.....First two characters of name
      AB = ABC Company
      BE = Better Products
       :
      ZZ = Z

Example:
      AAA Electric Company
      V/N: AA01-7

      AMS Tile Company
      V/N: AM51-7
```

. use Add command **01**

This numbering scheme will assure unique numbers for vendors and will not interfer with the recommended numbering scheme for customers in the Accounts Receivable System.

c) To **Change** or **Delete** use Change command **2**. Delete code is **del**

DAILY, AFTER PERFORMING ABOVE OPERATIONS, THE DATA SHOULD BE BACKED-UP TO A BACK-UP DISK. SEE PROCEDURES BELOW.

C. Weekly Accounts Payable Cycle

Weekly, or more frequently, you should run the following computer functions:

- Update A/P File
- Print "A/P Open Invoice Listing"
- Calculate Checks, Print Check Register, Print checks
- Back-up disks

To start-up the computer, see Section III - System Start-up.

1) Updating A/P File

a) Use **04** A/P Update (ref II-4) to update the Accounts Payable files. Note, this program will update the Vendor file with the new account balance, and create invoices on the Invoice file.

b) File update report in your A/P Binder in chronological order by date.

2) Printing A/P Open Invoice Listing

a) Use **05** Print Accounts Payable Reports (ref II-6) to get an updated listing of the "A/P Open Invoice Listing". In addition, other reports can be run.

This is a key report. It provides a turnaround- mechanism for specifying which open items (unpaid invoices should be paid in this check run. The report should be reviewed by the Treasurer or appropriate management individual to determine which vendor's invoices to pay. Invoices to pay should be annotated in RED ink for the appropriate individual to enter into the system for check calculation.

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3) Calculate and Print Checks

a) Use **06** Calculate Checks (ref II-7), then press **1** to begin. If you have already printed the previous check run, enter **y** to clear the present check file. If not, enter **n.** Now enter the Payment Date to appear on checks, and the number of handwritten checks.

b) The recommended mode of payment is **2** Pay by Invoice. This assures that you specify exactly what invoices you want paid. Use the "A/P Open Invoice Listing" (annotated with which invoices to pay). Enter the vendor number, then each invoice number in sequence. When entering a credit memo, make sure to enter after all invoices if you want the maximum credit applied (see II-7 for detailed explanation).

c) After all vendors have been entered, press **<RETURN>**, then enter **0** to Calculate or **1** to Restart (if you made an error). The computer will now calculate the checks and indicate what check number is next.

d) If you are interfacing with the General Ledger System, the computer will prompt to insert the General Ledger transaction disk. (Detailed G/L interface instructions are provided in the General Ledger System documentation.)

4) Print Check Register and Checks

a) Use **07** Print Check Register, then press **1** to begin. Enter: **a<RETURN>** to print a register of all checks calculated.

b) Use **08** Print Checks, then press **1** to begin. Now load printer with continuous check forms. Enter: **c<RETURN>** to check printing alignment; when checks are aligned, enter: **a<RETURN>** to print all checks or the actual range of check register numbers to be printed.

5) Back-up Disks

a) Return to A/P Menu, then press **<RETURN>** to get to the Systems Menu.

b) Use sub-menu function Disk Backup **9** and follow instructions. **Perform weekly or after each check run**

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D. Manual Check Writing and Monthly Bank Reconciliation

Even with computerized checks, there will be a need to maintain a manual check system for vendors from whom only single purchases are made and for cash purchases. To assist in controlling these manual checks along with computerized checks, use the **A/P Manual Check Register** form provided below.

A/P MANUAL CHECK REGISTER

COMPANY/ACCOUNT ABC Associates			MO YR 4 81	PAGE 1	BALANCE FORWARD	$13,482.25
DATE	CHECK NO	PAYEE NAME/GL DISTRIBUTION	DISBURSE AMT	DEPOSITS		ACCOUNT BALANCE
4/2	2327	Cash 43121.7	100.00			13,382.25
4/5	2328-2340	A/P Check Run	7,425.25			5,957.00
4/7				3,000.00		8,957.00
4/9	2341	Postmaster of Southview 42100.1	35.00			8,922.00
4/9	2342	United Pickup Service 44710.0	50.00			8,872.00

It is suggested that you use the same computerized checks (in sequence) for your manual checkwriting. (Eliminate your checkbook provided by the bank.) This approach will simplify control.

For each manual check used, record the Date, Check Number, Payee, Account Dirstribution and Amount on the Manual Check Register.

For each automated check run, record the Date, Range of Checks used, "A/P Check Run" for the Payee, and the Total Amount of the check run from the "A/P Check Register".

For each deposit, record the Date, Deposit Description, and Amount on the Manual Check Register.

This register provides total audit control of all computerized checks, manual checks, and deposits. It also provides a running account balance and serves as your "checkbook" stub.

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Monthly, use this Manual Check Register to reconcile your computer and manual records with the bank statement.

MONTHLY, AFTER PERFORMING ALL MONTH-END WORK, BOTH DISKS SHOULD BE BACKED-UP WITH THE MONTH BACK-UP SET OF DISKS.

E. Year-End Processing

At year-end, produce a "Year-End" BACK-UP set of disks. Then zero out the current year fields on the vendor file using **09** Vendor File Maintenance, **4** Year End. The system will now be re-initialized for a new year.

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V. SAMPLE REPORTS

This section contains sample reports from the Info-Designs Accounts Payable System.

Each report is shown photo-reduced with appropriate description of key information, how it is used, and what menu function generates it.

The index of reports is as follows:

Report Title	Page
List of Vendors	V - 2
Vendor Activity Report	V - 3
A/P Transaction File Listing	V - 4
A/P Transaction Summary Report	V - 5
A/P File Update Report	V - 6
A/P Upd G/L Transactions	V - 7
A/P File Update Summary	V - 8
A/P Open Invoice Listing	V - 9
A/P Open Invoice Summary	V -10
A/P Closed Invoice Listing	V -11
A/P Closed Invoice Summary	V -12
Single Vendor Report	V -13
A/P Check Register	V -14
Manual Check Register	V -15
Computerized Checks	V -16
General Information File	V -17

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Report Title: **List of Vendors**

Purpose: Provides a master list of all vendors, addresses, and telephone numbers.

How: **09** Vendor File Maintenance
3 Print **2** List

When: As required

```
**************************************************************************
                    ABC ASSOCIATES                          PAGE 1
                  LIST OF VENDORS
                        03/31/81
**************************************************************************
                                                            TELEPHONE

4110   ABC SUPPLY COMPANY
300 WAREHOUSE DRIVE    DETROIT MI 48000                     313/599-1000

4280   BURLINGTON NORTHWEST
PO BOX 4900            CHICAGO IL 60100                     312/888-7979

4360   COMMODORE BUSINESS
  MACHINES INC         450 RITTENHOUSE ROAD  NORRISTOWN PA 19401  215/666-7950

4430   DETROIT OFFICE SUPPLY
PO BOX 100B            DETROIT MI 48226                     852-9797

4950   INFO DESIGNS INC
PO BOX 5340            W BLOOMFIELD MI 48033                313/582-9090

5340   MICHIGAN BELL TEL CO
PO BOX 1000            DETROIT MI 48000                     NONE

5360   STATE OF MICHIGAN
TREASURY DEPARTMENT    100 S MAIN STREET     LANSING MI 49000   NONE

5560   OSBORNE/MCGRAW-HILL
PO BOX 1234            SANTA CLARA CA 95000                 NONE

5965   SPEEDY PRINTING CENTER
555 ORCHARD LAKE ROAD ORCHARD LAKE MI 48033                 313/851-8800

5970   SMITH & ASSOCIATES
1000 SOUTHFIELD ROAD   SOUTHFIELD MI 48000                  313/624-8000

6180   UNITED PARCEL SERVICE
PO BOX 1700            LIVONIA MI 48000                     NONE

 11  VENDORS ON FILE

END OF REPORT
```

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Report Title: **Vendor Activity Report**

Purpose: Provides a master list of all vendor names only, last activity, current year's volume, and last year's volume.

How: **09** Vendor File Maintenance
3 Print **1** Activity

When: As required

Special Codes: The following can be used for recurring vendor invoices to simplify transaction entry.

G/L ACCT - General Ledger Distribution Account
MO PAY AMT - Monthly Pay Amount
DY - Day Of Payment

```
**********************************************************************************
                        ABC ASSOCIATES                          PAGE 1
                    VENDOR ACTIVITY REPORT
                              03/31/81
**********************************************************************************
 CODE  NAME                 LST ACT  GL ACCT   MO PAY AMT DY  CURR YEAR   LAST YEAR

4110   ABC SUPPLY COMPAN    03/02/81 43350.0       $0.00 30     $235.00    $8951.00
4280   BURLINGTON NORTHW    01/15/81                $0.00        $123.00       $0.00
4360   COMMODORE BUSINES    03/18/81 14130.0     $152.82 01   $11365.00   $42698.50
4430   DETROIT OFFICE SU    03/20/81 43310.0       $0.00 30    $5233.40     $359.00
4950   INFO DESIGNS INC     03/10/81 14110.0       $0.00       $8980.00   $15436.00
5340   MICHIGAN BELL TEL    NONE     43340.0       $0.00 15       $0.00       $0.00
5360   STATE OF MICHIGAN    NONE     21400.0       $0.00 30    $2897.00       $0.00
5560   OSBORNE/MCGRAW-HI    NONE                   $0.00          $0.00       $0.00
5965   SPEEDY PRINTING C    NONE     43540.0       $0.00          $0.00       $0.00
5970   SMITH & ASSOCIATE    02/21/81               $0.00          $0.00    $3540.26
6180   UNITED PARCEL SER    03/21/81 42050.0       $0.00 30    $1256.93    $1542.98

 11  VENDORS ON FILE

END OF REPORT
```

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Report Title:	**A/P Transaction File Listing**
Purpose:	Provides an audit trail of all transactions not yet updated
How:	**03** Transaction Print
When:	Should be run **before** A/P Update
Special Codes:	REC - Relative transaction record number

```
**********************************************************************************
                        ABC ASSOCIATES                          PAGE 1
                  A/P TRANSACTION FILE LISTING
                              03/20/81
**********************************************************************************
*  INV DATE * AGE DATE    *    AMOUNT  *  DISCOUNT  *   FREIGHT   *    TAXES  *

1   INVOICE# 50120  * VENDOR# 4110   * DESCR RACKS    * BUYER 0 * CHECK# 0
    03/05/81  04/04/81          $575.00        $11.50        $15.25         $0.00
    G/L #       14100.0
    AMOUNT      $578.75
NEW INVOICE TRANSACTION.  NET COST $578.75

2   INVOICE# 50427  * VENDOR# 4110   * DESCR CLIPS    * BUYER 0 * CHECK# 0
    03/18/81  03/28/81           $58.98         $1.18         $2.50         $0.00
    G/L #       43000.0
    AMOUNT       $60.30
NEW INVOICE TRANSACTION.  NET COST $60.30

3   INVOICE# 1015   * VENDOR# 4360   * DESCR CBM-8032 * BUYER 0 * CHECK# 0
    03/12/81  04/11/81         $3350.00         $0.00        $11.50         $0.00
    G/L #       14130.0
    AMOUNT     $3361.50
NEW INVOICE TRANSACTION.  NET COST $3361.50

4   INVOICE# 1192   * VENDOR# 4360   * DESCR CMB-8050 * BUYER 0 * CHECK# 0
    03/22/81  04/21/81         $2550.00         $0.00        $16.50         $0.00
    G/L #       14130.0
    AMOUNT     $2566.50
NEW INVOICE TRANSACTION.  NET COST $2566.50

5   INVOICE# 1152   * VENDOR# 4360   * DESCR CR #1054 * BUYER 0 * CHECK# 0
    03/05/81  03/05/81         $-230.00         $0.00         $0.00         $0.00
    G/L #       14130.0
    AMOUNT     $-230.00
NEW CREDIT MEMO TRANSACTION.  NET COST $-230.00

6   INVOICE# 0381   * VENDOR# 5360   * DESCR SALES TX * BUYER 0 * CHECK# 0
    03/15/81  03/15/81          $427.00         $0.00         $0.00         $0.00
    G/L #       21400.0
    AMOUNT     $-427.00
NEW DEBIT MEMO TRANSACTION.  NET COST $427.00

7   INVOICE# 0381   * VENDOR# 5340   * DESCR PHONE    * BUYER 0 * CHECK# 0
    03/05/81  03/05/81          $237.46         $0.00         $0.00         $0.00
    G/L #       43560.0
    AMOUNT      $237.46
NEW INVOICE TRANSACTION.  NET COST $237.46
```

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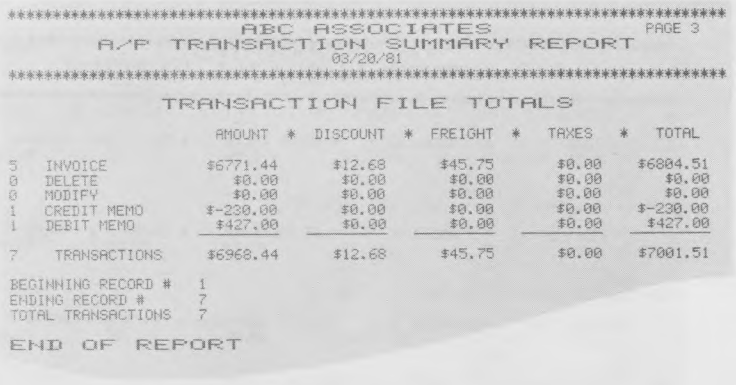
Report Title: **A/P Transaction Summary Report**

Purpose: Provides summary statistics for the Transaction File Listing

How: **02** Transaction Print

When: Should be run **before** A/P Update



ABC ASSOCIATES PAGE 3
A/P TRANSACTION SUMMARY REPORT
03/20/81

TRANSACTION FILE TOTALS

		AMOUNT	DISCOUNT	FREIGHT	TAXES	TOTAL
5	INVOICE	$6771.44	$12.68	$45.75	$0.00	$6804.51
0	DELETE	$0.00	$0.00	$0.00	$0.00	$0.00
0	MODIFY	$0.00	$0.00	$0.00	$0.00	$0.00
1	CREDIT MEMO	$-230.00	$0.00	$0.00	$0.00	$-230.00
1	DEBIT MEMO	$427.00	$0.00	$0.00	$0.00	$427.00
7	TRANSACTIONS	$6968.44	$12.68	$45.75	$0.00	$7001.51

BEGINNING RECORD # 1
ENDING RECORD # 7
TOTAL TRANSACTIONS 7

END OF REPORT

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Report Title: **A/P File Update Report**

Purpose: To highlight the impact each transaction had on your vendor file.

How: **04** A/P Update

When: Each time the A/P update is processed

Special Codes: Type of Transaction

1 New Invoice
2 Credit Memo
3 Debit Memo

Operations Code

1 New/Add
2 Delete
3 Modify
4 Enter a Credit Memo
5 Enter a Debit Memo

ABC ASSOCIATES PAGE 1
A/P FILE UPDATE REPORT
03/20/81

R#	VENDOR	INVOICE	DESCRIPTION	TRANSACTION	CASH	ACCTS PAYABLE
1	4110	50120	RACKS	INVOICE	$0.00	$578.75
2	4110	50427	CLIPS	INVOICE	$0.00	$60.30
3	4360	1015	CBM-8032	INVOICE	$0.00	$3361.50
4	4360	1192	CMB-8050	INVOICE	$0.00	$2566.50
5	4360	1152	CR #1054	CREDIT MEMO	$0.00	$-230.00
6	5360	0381	SALES TX	DEBIT MEMO	$0.00	$427.00
7	5340	0381	PHONE	INVOICE	$0.00	$237.46

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Report Title: **A/P Upd G/L Transactions**

Purpose: To provide an audit trail of General Ledger transactions generated by Accounts Receivable

How: **04** A/P Update

When: Automatically generated as part of A/P Update, if General Ledger interface is used

ABC ASSOCIATES PAGE 2
A/P UPD G/L TRANSACTIONS
03/31/81

G/L ACCT	* REFERENCE	* AMOUNT	ACCT TOTAL
14130.0	1152	-230.00	
14130.0	1192	2566.50	
14130.0	1015	3361.50	
			5698.00
21100.0	AP UPDTE	7001.51	
			7001.51
21400.0	0381	-427.00	
			-427.00
42050.0	50120	15.25	
42050.0	50427	2.50	
			17.75
43340.0	0381	237.46	
			237.46
43350.0	50120	563.50	
43350.0	50427	57.80	
			621.30

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Report Title:	**A/P File Update Summary**
Purpose:	To highlight, by transaction type, the impact of payable transactions
How:	**04** A/P Update
When:	Whenever the update is run
Special Codes:	ER - Shows number of Errors (if any occurred) General Ledger Postings show total amounts posted for credit and debit transactions.

```
**********************************************************************************
                          ABC ASSOCIATES                          PAGE 2
                      A/P FILE UPDATE SUMMARY
                              03/20/81
**********************************************************************************
QTY TRANSACTION   *   AMOUNT *  DISCOUNT  *  FREIGHT   *   TAXES   *   TOTAL   ER

  5 INVOICE         $6771.44     $12.68      $45.75       $0.00     $6804.51   0
  0 DELETE             $0.00      $0.00       $0.00       $0.00        $0.00   0
  0 MODIFY             $0.00      $0.00       $0.00       $0.00        $0.00   0
  1 CREDIT MEMO     $-230.00      $0.00       $0.00       $0.00     $-230.00   0
  1 DEBIT MEMO       $427.00      $0.00       $0.00       $0.00      $427.00   0
  7                 $6968.44     $12.68      $45.75       $0.00     $7001.51   0

GENERAL LEDGER POSTINGS

11120.0 CASH                        $0.00
21100.0 ACCTS PAYABLE            $7001.51
        ALL OTHERS               $7001.51

END OF REPORT
```

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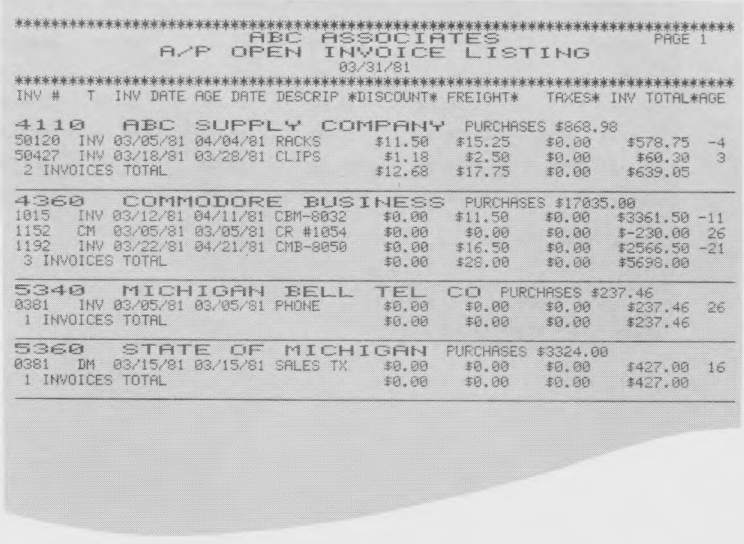
Report Title: **A/P Open Invoice Listing**

Purpose: To provide a list of unpaid invoices by vendor to be reviewed prior to making payment decision. Report shows balance and age on all open invoices. This report should be used by the Treasurer or authorized management individual to determine which invoices to pay. The report is used as a turnaround-document for entry to **06** Calculate Checks.

How: **05** Print A/P Reports
1 Open Items or **2** Closed Items, then press **1** Detail Report

When: Run before each check preparation cycle.



ABC ASSOCIATES PAGE 1
A/P OPEN INVOICE LISTING
03/31/81

INV #	T	INV DATE	AGE	DATE DESCRIP	*DISCOUNT*	FREIGHT*	TAXES*	INV TOTAL	*AGE
4110 ABC SUPPLY COMPANY PURCHASES $868.98									
50120	INV	03/05/81	04/04/81	RACKS	$11.50	$15.25	$0.00	$578.75	-4
50427	INV	03/18/81	03/28/81	CLIPS	$1.18	$2.50	$0.00	$60.30	3
2 INVOICES TOTAL					$12.68	$17.75	$0.00	$639.05	
4360 COMMODORE BUSINESS PURCHASES $17035.00									
1015	INV	03/12/81	04/11/81	CBM-8032	$0.00	$11.50	$0.00	$3361.50	-11
1152	CM	03/05/81	03/05/81	CR #1054	$0.00	$0.00	$0.00	$-230.00	26
1192	INV	03/22/81	04/21/81	CMB-8050	$0.00	$16.50	$0.00	$2566.50	-21
3 INVOICES TOTAL					$0.00	$28.00	$0.00	$5698.00	
5340 MICHIGAN BELL TEL CO PURCHASES $237.46									
0381	INV	03/05/81	03/05/81	PHONE	$0.00	$0.00	$0.00	$237.46	26
1 INVOICES TOTAL					$0.00	$0.00	$0.00	$237.46	
5360 STATE OF MICHIGAN PURCHASES $3324.00									
0381	DM	03/15/81	03/15/81	SALES TX	$0.00	$0.00	$0.00	$427.00	16
1 INVOICES TOTAL					$0.00	$0.00	$0.00	$427.00	

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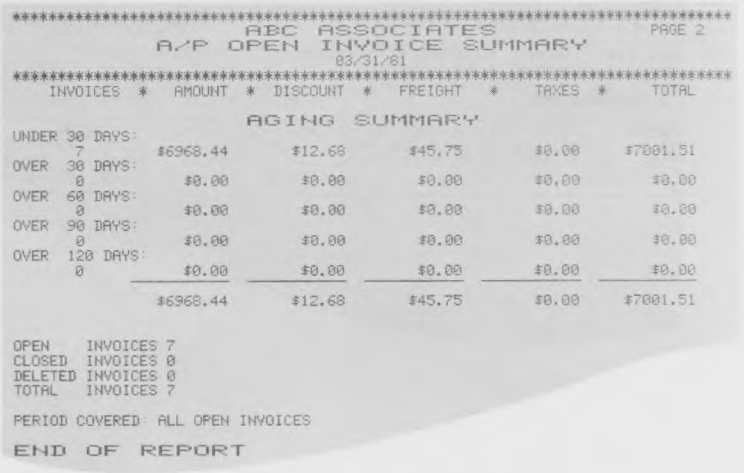
Report Title: **A/P Open Invoice Summary**

Purpose: To provide management with an overall status of their payables position, including aging, to assit in cash planning activities. Report summarizes and ages open balance for vendor account included on the report.

Note:This report is automatically produced when detail report is requested.

How: **05** Print A/P Reports

When: As required.



```
**********************************************************************************
                        ABC ASSOCIATES                              PAGE 2
                    A/P OPEN INVOICE SUMMARY
                             03/31/81
**********************************************************************************
    INVOICES  *   AMOUNT  * DISCOUNT  *  FREIGHT  *   TAXES  *    TOTAL

                          AGING SUMMARY

UNDER 30 DAYS:
       7          $6968.44      $12.68      $45.75      $0.00     $7001.51
OVER  30 DAYS:
       0             $0.00       $0.00       $0.00      $0.00        $0.00
OVER  60 DAYS:
       0             $0.00       $0.00       $0.00      $0.00        $0.00
OVER  90 DAYS:
       0             $0.00       $0.00       $0.00      $0.00        $0.00
OVER  120 DAYS:
       0             $0.00       $0.00       $0.00      $0.00        $0.00
                  ---------   ---------   ---------   --------   ---------
                  $6968.44      $12.68      $45.75      $0.00     $7001.51

OPEN     INVOICES 7
CLOSED   INVOICES 0
DELETED  INVOICES 0
TOTAL    INVOICES 7

PERIOD COVERED: ALL OPEN INVOICES

END OF REPORT
```

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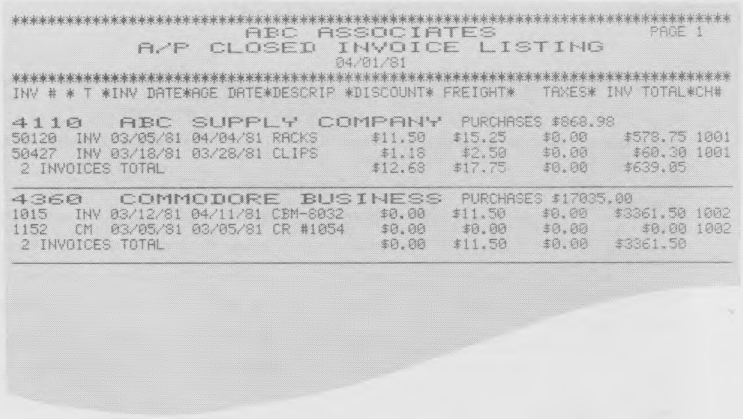
Report Title:	**A/P Closed Invoice Listing**
Purpose:	Serves as an audit trail of all paid invoices. Prints all "closed" (or paid) invoices, including option to delete these "closed" invoices during reporting since they are not needed any more.
How:	**05** Print A/P Reports **2** Closed Item Format
When:	As required.



```
**********************************************************************************
                    ABC ASSOCIATES                                    PAGE 1
              A/P CLOSED INVOICE LISTING
                          04/01/81
**********************************************************************************
INV # * T *INV DATE*AGE DATE*DESCRIP *DISCOUNT* FREIGHT*   TAXES* INV TOTAL*CH#

4110   ABC SUPPLY COMPANY  PURCHASES $868.98
50120  INV 03/05/81 04/04/81 RACKS      $11.50   $15.25    $0.00    $578.75 1001
50427  INV 03/18/81 03/28/81 CLIPS       $1.18    $2.50    $0.00     $60.30 1001
 2 INVOICES TOTAL                       $12.68   $17.75    $0.00    $639.05

4360   COMMODORE BUSINESS  PURCHASES $17035.00
1015   INV 03/12/81 04/11/81 CBM-8032    $0.00   $11.50    $0.00   $3361.50 1002
1152   CM  03/05/81 03/05/81 CR #1054    $0.00    $0.00    $0.00      $0.00 1002
 2 INVOICES TOTAL                        $0.00   $11.50    $0.00   $3361.50
```

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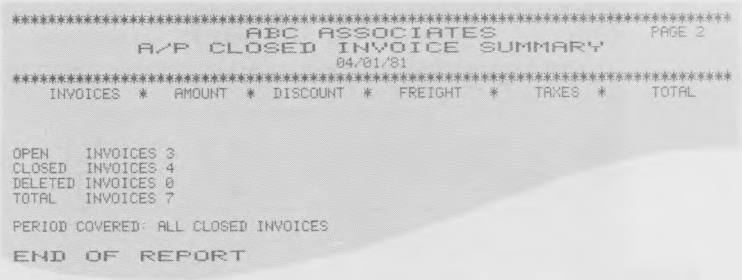
Report Title:	**A/P Closed Invoice Summary**
Purpose:	Summarizes and ages closed balance for vendor account included on the report
How:	**05** Print A/P Reports **2** Closed Item Format
When:	As required.



```
**********************************************************************
                    ABC ASSOCIATES                          PAGE 2
              A/P CLOSED INVOICE SUMMARY
                        04/01/81
**********************************************************************
   INVOICES  *   AMOUNT  * DISCOUNT  *  FREIGHT   *    TAXES  *    TOTAL


OPEN     INVOICES 3
CLOSED   INVOICES 4
DELETED  INVOICES 0
TOTAL    INVOICES 7

PERIOD COVERED: ALL CLOSED INVOICES

END OF REPORT
```

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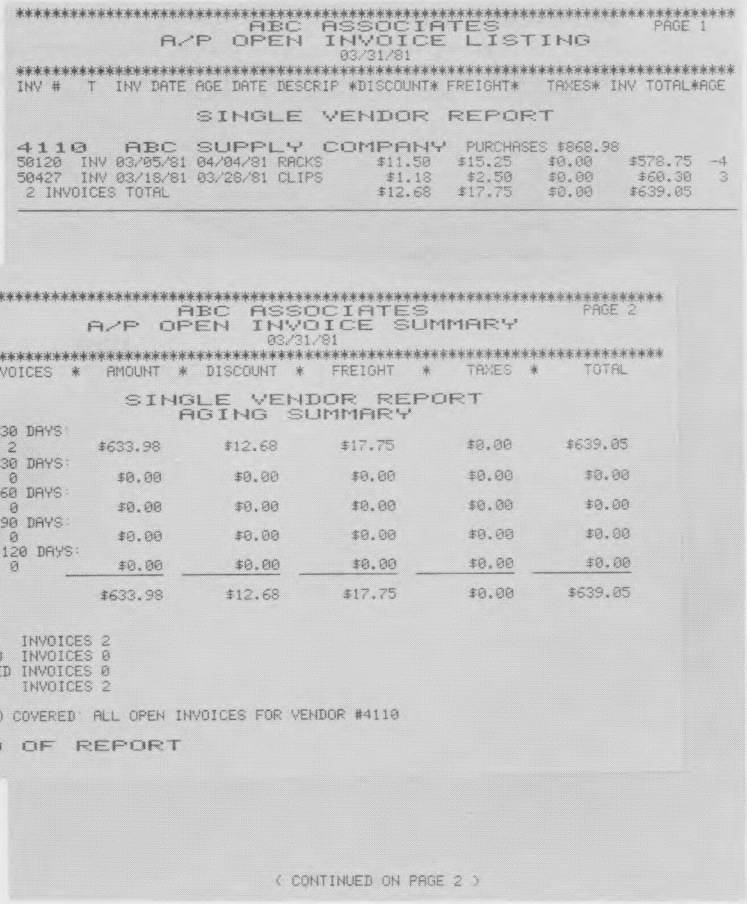
Report Title: **Single Vendor Report**

Purpose: To provide a mechinisum to review a single vendor's activity as a total and summary basic.

How: **05** Print A/P Reports

When: Run as required.



```
**********************************************************************************
                        ABC ASSOCIATES                          PAGE 1
                   A/P OPEN INVOICE LISTING
                            03/31/81
**********************************************************************************
INV #   T  INV DATE AGE DATE DESCRIP *DISCOUNT* FREIGHT*   TAXES* INV TOTAL*AGE

                      SINGLE VENDOR REPORT

4110    ABC SUPPLY COMPANY  PURCHASES $868.98
50120  INV 03/05/81 04/04/81 RACKS      $11.50   $15.25    $0.00    $578.75  -4
50427  INV 03/18/81 03/28/81 CLIPS       $1.18    $2.50    $0.00     $60.30   3
 2 INVOICES TOTAL                       $12.68   $17.75    $0.00    $639.05
```



```
**********************************************************************************
                        ABC ASSOCIATES                          PAGE 2
                   A/P OPEN INVOICE SUMMARY
                            03/31/81
**********************************************************************************
   INVOICES  *   AMOUNT  *  DISCOUNT  *   FREIGHT   *    TAXES  *     TOTAL

                      SINGLE VENDOR REPORT
                        AGING SUMMARY

UNDER 30 DAYS:
      2          $633.98       $12.68       $17.75       $0.00       $639.05
OVER  30 DAYS:
      0            $0.00        $0.00        $0.00       $0.00         $0.00
OVER  60 DAYS:
      0            $0.00        $0.00        $0.00       $0.00         $0.00
OVER  90 DAYS:
      0            $0.00        $0.00        $0.00       $0.00         $0.00
OVER  120 DAYS:
      0            $0.00        $0.00        $0.00       $0.00         $0.00
                 $633.98       $12.68       $17.75       $0.00       $639.05

OPEN     INVOICES 2
CLOSED   INVOICES 0
DELETED  INVOICES 0
TOTAL    INVOICES 2

PERIOD COVERED: ALL OPEN INVOICES FOR VENDOR #4110

END OF REPORT
```

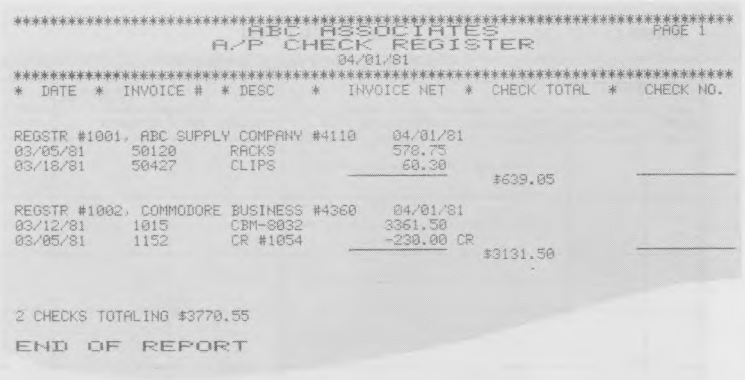
(CONTINUED ON PAGE 2)

Report Title: **A/P Check Register**

Purpose: To verify total number of checks created and total cash disbursed.

How: **07** Print Check Register

When: Run after **06** Calculate Checks



```
**********************************************************************************
                        ABC ASSOCIATES                              PAGE 1
                     A/P CHECK REGISTER
                           04/01/81
**********************************************************************************
*  DATE  *  INVOICE #  * DESC     *   INVOICE NET  *  CHECK TOTAL  *   CHECK NO.

REGSTR #1001, ABC SUPPLY COMPANY #4110     04/01/81
03/05/81      50120       RACKS              578.75
03/18/81      50427       CLIPS               60.30
                                                        $639.05

REGSTR #1002, COMMODORE BUSINESS #4360     04/01/81
03/12/81      1015        CBM-8032          3361.50
03/05/81      1152        CR #1054          -230.00 CR
                                                       $3131.50


2 CHECKS TOTALING $3770.55

END OF REPORT
```

Report Title: **Manual Check Register**

Purpose: Use to log all manual checks, computerized check runs, and cash deposits. Provides a current checking account balance. Use at month end to reconcile with bank statements.

How: Manual Form

When: As required

A/P MANUAL CHECK REGISTER

COMPANY/ACCOUNT			MO YR	PAGE	BALANCE FORWARD	
DATE	CHECK NO	PAYEE NAME/GL DISTRIBUTION	DISBURSE AMT	DEPOSITS		ACCOUNT BALANCE
					BALANCE FORWARD	

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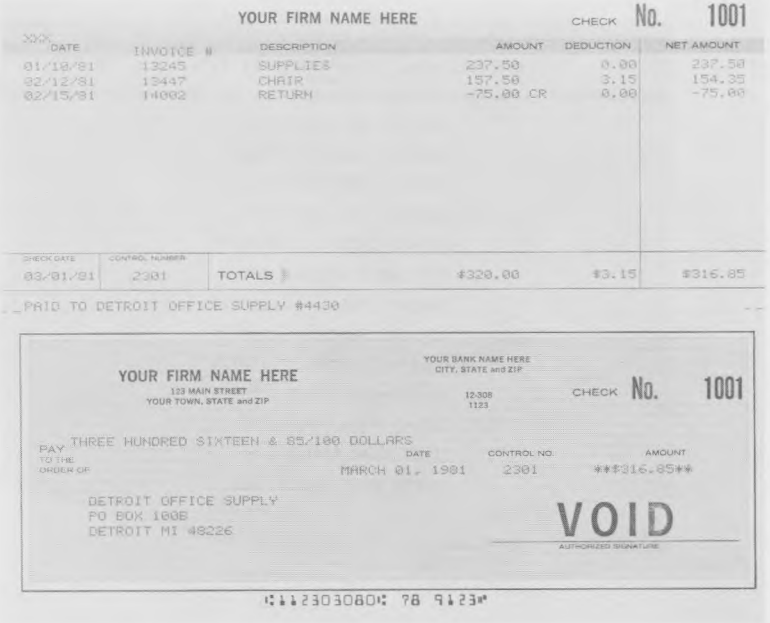
Report Title: **Computerized Checks**

Purpose: Prints computerized check with full invoice detail on voucher (using NEBS 9020 continuous check forms).

How: **08** Print Checks

When: Run after Print Check Register



YOUR FIRM NAME HERE CHECK No. 1001

XXX DATE	INVOICE #	DESCRIPTION	AMOUNT	DEDUCTION	NET AMOUNT
01/10/81	13245	SUPPLIES	237.50	0.00	237.50
02/12/81	13447	CHAIR	157.50	3.15	154.35
02/15/81	14002	RETURN	-75.00 CR	0.00	-75.00
CHECK DATE	CONTROL NUMBER	TOTALS	$320.00	$3.15	$316.85
03/01/81	2301				

PAID TO DETROIT OFFICE SUPPLY #4430

YOUR FIRM NAME HERE
123 MAIN STREET
YOUR TOWN, STATE and ZIP

YOUR BANK NAME HERE
CITY, STATE and ZIP
12-308
1123

CHECK No. 1001

PAY TO THE ORDER OF THREE HUNDRED SIXTEEN & 85/100 DOLLARS

DATE MARCH 01, 1981 CONTROL NO. 2301 AMOUNT ***316.85**

DETROIT OFFICE SUPPLY
PO BOX 1008
DETROIT MI 48226

VOID
AUTHORIZED SIGNATURE

⑆112303080⑆ 78 9123⑈

Report Title: **General Information File**

Purpose: Shows parameter information used by the system during normal operations

How: **10** General Information File **99** Print

When: As required.

```
*********************************************************************************
                    ABC ASSOCIATES                                    PAGE 1
            GENERAL INFORMATION FILE
                        04/01/81
*********************************************************************************

                    COMPANY: ABC ASSOCIATES
                    ADDRESS: 123 MAIN STREET
                    ADDRESS: YOUR CITY ST ZIP
                    ADDRESS: (111) 123-4567
                    TODAY'S DATE       : 04/01/81
                    NEXT CHECK NUMBER: 1003
                    PROGRAM CODE       : 11PASS
                    A/P ACCT NUMBER    : 21100.0
                    CASH ACCT NUMBER   : 11120.0
                    FIRST AGING PERIOD : 30
                    SECOND AGING PERIOD: 60
                    THIRD AGING PERIOD : 90
                    FOURTH AGING PERIOD: 120

END OF REPORT
```

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VI. TROUBLESHOOTING GUIDE

Most of the diagnostic error messages that appear on the screen are edit messages and provide the operator with a warning that there is an error condition present. These errors are self-correcting since they lock-out an incorrect function or command. It is possible for an unexpected error to occur which the system may not be able to recover.

The following pages contain a list of posssible errors, probable causes and appropriate actions. They should be used as a reference guide in the event an error occurs.

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ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Check that Disk is in Unit 9	Configurator File set for 2 single disk drives; first drive is Unit 8, second is Unit 9. System is looking for disk in Unit 9.	Make sure disk is inserted in Unit 9 Make certain that Disk Unit 9 was not turned off--the reason is when it is turned back on, it will default to Unit 8 again. You will have to use the Configuration File Utility to Change Unit Number back to 9
Can't Read Disk	Disk is not inserted in drive Drive door is not closed Disk has not been formatted "NEWed" therefore the system can't read it	Correctly seat disk in drive and close drive door Insert formatted disk in drive If you don't have a formatted disk, turn off system, then insert a new high quality disk and follow directions in Section 2
Remove Write Protect on Disk	Each disk has adhesive tabs that may be placed over the notch -- to prevent writing	Remove the write-protect tab from your disk since the system must write on the disk If there is no tab and you still get this error... you may have a hardware problem with your disk drive. Call your dealer.

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ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Bad Configuration Data...See Manual	The configuration file is not present or contains an invalid configuration of hardware	The system will automatically execute Configuration File Maintenance to allow you to create and/or correct the file
Security Violated... See Manaual	A program was executed on your disk directly, instead of booting up through the Main Menu	Turn off system, then turn on, place side 1 of program disk in drive 0 and enter: load"*",8 <RETURN>, run <Return>
	A copy of the original program disk was made--causing security to be violated	The program disk **CANNOT BE COPIED!** Attempting to copy the disk may cause damage to the Original. **YOU MUST ORDER SECURITY BACKUP COPIES DIRECTLY FROM INFO-DESIGNS**
Disk Error #	Tampering with the security on the system may cause the error	Pull out disk(s), Re-Start system
Transaction File Full - Run Update	The A/P Transaction file holds upto 40 transactions. Once capacity is reached, you will have to update the system to free-up transaction space	Run A/P Update
Vendor File Full	The A/P Vendor file holds upto 100 Vendors	Delete vendors who are no longer active to free up space. Create another disk to split file capacity between two disks. See Section on Initializing System for First Use.

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ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Invoice File Full	The A/P Invoice file holds upto 375 open and closed invoices combined.	Run A/P Reports-Closed Item Listing, answer Yes when prompted to delete closed (paid) invoices If there are no closed items, then you will have to create another disk to split file capacity between two disks. See Section on Initializing System for First Use.
Incorrect Account Number Format	Account Numbers in the GIF must conform to these conventions: 10000.0 Asset Accounts 20000.0 Liability Accounts 30000.0 Income Accounts 40000.0 Expense Accounts	You only need to use G/L Account Numbers when you are interfacing with the General Ledger module The exact numbering scheme is discussed in the General Ledger Operator's Manual
System hesitates	Normal	Do nothing -- wait
System hangs	If, after a prolonged wait, the system totally hangs	Pull out disk(s) Re-start system
File data error in XXXXX	This error caused by a bad record with numeric data in a numeric field	Pull out disk(s) Re-start system If same error occurs, re-start using a back-up disk
Screen displays READY	Program came to an irrecoverable problem If same error occurs, pull out disk(s) and re-start system	Hit <SHIFT><CLR/HOME> together, then enter run<RETURN>

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ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
No General Info File on System	The system requires a General Information File which contains the Company Name and Address, password, system date, G/L accounts and aging periods. this file: a/p gif is not on the Data Disk	Exit back to Main Menu, select 10 General Information File to create a GIF on the data disk
Wrong Password for this disk	Each disk may be assigned its own password for security of data	Check the password you entered when you first turned on your system to be sure it is the password for this disk. In the event that you changed a password on a data disk and don't recall what it is, follow these steps to re-create the General Information File on the data disk: Scratch file a/p gif as follows: Place Data disk in drive 0 Enter open 15,8,15,"s0:a/p gif" <RETURN> Now turn off system, turn system back on, load the system, select 10 General Information File to re-create a new GIF on the data disk.

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ERROR MESSAGE	PROBABLE CAUSE	CORRECTIVE ACTION
Maximum Items Entered	Each Invoice may only have up to 99 items	No more items may be entered. Use another invoice to continue input, if required
A/P Menu Not Found	The Main Program Menu is only on Side 1 of the disk	Re-insert A/P Program disk with Red Label up (Side 1) If above doesn't work then the program a/p000 is missing from your disk...use your Security Copy to run your system
No Vendors on File	Before you can invoice, you must use Vendor File Maintenance to Add at least one vendor to the system	Select 08 Vendor File Maint. to Add customer first
Disk Err# xx	Whenever a disk error occurs the system will print the error number and brief description	See your Floppy Disk User's Manual for list of error codes (Page 43 of VIC-1541 Manual)
Invalid Password	Password must be 4 characters System detected a password that was not 4 Characters	Input 4 character password If this error occurs in a Program other than the Main Menu, then you may have a hardware problem, or you may have a tape cassete connected to your system. Disconnect the tape unit, and re-start the system.

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SUMMARY OF CBM FLOPPY DISK ERROR MESSAGES

```
 0  OK, no error exists.
 1  Files scratched response.  Not an error condition.
 2-19 unused error messages:  should be ignored.
20  Block header not found on disk.
21  Sync character not found.
22  Data block not present.
23  Checksum error in data.
24  Byte decoding error.
25  Write-verify error.
26  Attempt to write with write protect on.
27  Checksum error in header.
28  Data extends into next block.
29  Disk id mismatch.
30  General syntax error.
31  Invalid command.
32  Long line.
33  Invalid filename.
34  No file given.
39  Command file not found.
50  Record not present.
51  Overflow in record.
52  File too large.
60  File open for write.
61  File not open.
62  File not found.
63  File exists.
64  File type mismatch.
65  No block.
66  Illegal track or sector.
67  Illegal system track or sector.
70  No channels available.
71  Directory error.
72  Disk full or directory full.
73  Power up message, or write attempt with DOS mismatch.
74  Drive not ready. (8050 only)
```

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NOTES

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ACCOUNTS PAYABLE TECHNICAL INSERT

The Accounts Payable System has been designed to operate with most properly interfaced matrix printers on the market. When you set the Configuration File (page II-14) for a matrix printer (m), then the program will use expanded type for headings and regular type for the body of reports. If you do not want this expanded feature, set the Configuration File to (q).

Different printers use different control characters for expanded print and regular print. If you are not using the VIC-1525 matrix printer, then you will have to change the control characters for expanded/regular print. The following table shows the value of A and B that you must assign in a small program to work properly with these printers:

Printer	A =	B =
VIC-1525	14	15
CBM-4022 or 2022	1	129
CBM-8023P	1	129
Mannesman Tally	1	129

For other printers, call Info-Designs Customer Support Services - (313) 540-7772.

MAKING THE PROGRAM CHANGE

You must change the program "a/p" (on side 1 of the Program Disk) if you are not using the VIC-1525. This change is only required one time, then your system will operate correctly, if you have followed these directions properly. Follow these steps - EXACTLY:

1) Turn your system off, wait 2 seconds, turn system on
2) Make sure that the notch on the Program disk is exposed-
   Insert A/P Program Disk into Disk Drive
   (Drive 0 if using a CBM-4040)
3) Enter: **load"a/p",8** then press <RETURN>
4) Enter: **15 a=x: b=y** then press <RETURN>
   (where x and y are the values from above table)
   Example: for CBM-4022, enter **15 a=1: b=129**
5) Enter: **list 15** then press <RETURN>
   (Verify that your statement was entered correctly)
6) Enter: **open15,8,15,"s0:a/p":close15** then press <RETURN>
   (Use the number zero not the letter "o")
7) Enter: **save"a/p",8** then press <RETURN>
8) Enter: **verify"*",8** then press <RETURN>
   (Screen should print OK. If you get verify error
   then repeat steps 6 to 8)

NOTE: BE CAREFUL TO ENTER ONLY THE ABOVE COMMANDS! ANY OTHER KEYSTROKES COULD DESTROY THIS PROGRAM WHICH WILL CAUSE A SYNTAX ERROR WHEN YOU RUN THE SYSTEM.

IF YOU DESTROY THE PROGRAM YOU WILL HAVE TO ORDER A REPLACEMENT DISK AT $25.00, SO BE VERY CAREFUL.

Now enter **run** <RETURN> and the A/P system will run correctly, if you have followed the above directions.

A/P MANUAL CHECK REGISTER

COMPANY/ACCOUNT			MO YR	PAGE	BALANCE FORWARD	
DATE	CHECK NO	PAYEE NAME/GL DISTRIBUTION	DISBURSE AMT	DEPOSITS		ACCOUNT BALANCE